

# 2013 PROJECT PROPOSAL FORM

YAIO USE	
Project #:	Duplicate #:

STATE OF NORTH CAROLINA  
**2013 STATE GOVERNMENT INTERNSHIP PROGRAM**  
Youth Advocacy and Involvement Office

Location:  
116 West Jones Street, 2nd Floor  
Raleigh, NC  
(919) 807-4400

**E-mail** completed form to  
Your Department Coordinator for  
The NC State Internship Program  
cc to: Stephanie.nantz@doa.nc.gov

**PLEASE TYPE. Use only space provided. Review the instructions handout carefully before submitting.**

Department:	Division:	Section/Unit:
Internship Project Title:		
Location of Project (City and County):	Number of interns NECESSARY to complete project: (Please see instructions for details.)	
Person Submitting Project: E-mail: Phone Number: :	Daily Supervisor(s):	
Daily Supervisor(s) Phone:	Daily Supervisor(s) Fax:	
Daily Supervisor(s) E-mail:		
Mailing address (MSC):	Location address:	
Courier Number (OUTSIDE WAKE CO. ONLY):		
Has supervisor previously had intern? <input type="checkbox"/> yes <input type="checkbox"/> no Year(s)?	Has this project been conducted previously? <input type="checkbox"/> yes <input type="checkbox"/> no Year(s)?	
2012 Project Number (if project was approved as written for the previous year):		

Academic Majors desired (Please be thorough and include any majors you would consider hiring):

**Section 1. The following three items will be published in the Intern Project Book, which is distributed to students, colleges and universities. Please take care to be as accurate, specific and concise as possible. Your descriptions will be published almost exactly as written. There is a limit of 200 words combined in Section 1.** Students will apply for internships based on this information. Your project MUST be helpful to the citizens of North Carolina and the intern.

1. Project Objective:
2. Major Tasks to be Performed:
3. Final Product or Outcome Anticipated:

## Section 2

1. Knowledge gained by Intern:
2. List SPECIFIC job duties:
3. Why is an intern NEEDED?

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4. Describe how periodic and final evaluations will be conducted:	
5. Resources available to intern: (e.g. computer, state car, on- or off-site housing, alternative transportation, etc.)	
6. List at least two (2) housing possibilities for the intern potentially selected for your project (Response required for proposals outside of the Raleigh area):	
7. Travel required? <input type="checkbox"/> no <input type="checkbox"/> yes, how much / where:	
8. Anticipated intern work schedule (check all that apply): <input type="checkbox"/> Weekdays/M-F <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings	
9. Is <u>your division</u> able to provide funds to pay the wages of the interns(s) requested? Full support (\$3,500 each internship)? <input type="checkbox"/> yes, our Division has funds: Number of Interns: <input type="checkbox"/> no Half support (\$1,750 each internship)? <input type="checkbox"/> yes, our Division has funds: Number of Interns: <input type="checkbox"/> no	
<b>This option is offered in hopes of increasing the number of state government internships in 2013. A commitment of full support will guarantee the publication of project proposals that meet the program's guidelines. Further, we commit to fill the internship if candidates acceptable to the agency apply. If an intern(s) is placed, YAIO will invoice your Division for the intern's wages per your agreement to fund 100% or 50% of the wages.</b>	
Additional Comments:	

## IMPORTANT NOTES:

- ◆ If you are submitting the same project for several locations, complete a **separate form for each location**.
- ◆ Correspondence will be sent by **e-mail to the Daily Supervisor(s)**. Please notify the Youth Advocacy and Involvement Office (YAIO) of any changes to the supervisor and/or contact information.
- ◆ The YAIO provides interns' **salary only**. All other expenses (such as travel) are the responsibility of your agency.
- ◆ Your submission and/or Internship Council approval of an internship project **does not** guarantee that an intern will be assigned to the project.
- ◆ Department Coordinators and Supervisors will be notified of proposal status no later than October 8, 2013.
- ◆ Supervisors must conduct phone interviews with candidates in late January or February.
- ◆ Summer interns work full-time (40 hours/week) for 10 weeks from May to August.